

CONVENTION CENTER DIRECTOR*Class Definition*

Under administrative direction, plans, organizes, and directs the activities of the Convention Center Department.

Distinguishing Characteristics

The Convention Center Director directs the activities of the Convention Center, a multi-purpose, multi-structure facility capable of hosting a wide variety of events and activities, and must develop and maintain extensive contact with patrons and licensees. The incumbent is also responsible for the administration of an agreement with the Fresno City and County Convention and Visitors Bureau (non-profit organization that promotes the City, its facilities, and attributes as a convention, amateur athletic meeting, and visitors site). This class is distinguished from Convention Center Administration Manager and Convention Center Operations Manager in that incumbents of the latter are responsible for the day-to-day activities of either the business and administrative or operations and maintenance functions. This is an unclassified position in which the incumbent serves at the will of the City Manager.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Plans, organizes and directs activities of the Convention Center Department.

Develops and establishes departmental policies and coordinates the work necessary to implement and carry out established policies.

Organizes and controls bookings for the use of the Convention Center and supervises the preparation and execution of contracts, billings, and collections.

Prepares and administers the department's annual budget.

Promotes the various facilities of the Convention Center which are available for conventions, amateur athletic meetings, special events, commercial and non-commercial events and programs.

Works in close cooperation with the Fresno City Convention and Visitors Bureau Executive Director.

Oversees rental agreement negotiations, issuance of permits, enforcement of pertinent regulations and agreements, and pre-use planning between event promoters, City staff, and concessionaires.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of public or private theatrical or convention center facilities, and their utilization by potential users.

Knowledge of modern convention center event staging, operation and building maintenance.

Knowledge of the Municipal Code and OSHA rules and regulations pertaining to public assembly and safety.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Knowledge of the principles and procedures of municipal budget preparation and administration.

Ability to plan, organize and direct the work of subordinate staff.

Ability to prepare and interpret the contractual agreements relating to the use of the Convention Center's facilities.

Ability to deal tactfully with potential and regular users of the facilities.

Ability to prepare clear, concise and comprehensive reports, records, correspondence and other written materials.

Ability to make clear and persuasive oral presentations.

Ability to promote productive working relationships among employees and to establish and maintain good working relationships with employees, customers, and the general public.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree with major course work in business or public administration or related field; and five years of experience in managing a multi-purpose, multi-structure facility preferably a convention center, in the capacity of Director, Assistant Director or a Division head position. Additional qualifying experience may be substituted for the education on a year-for-year basis.

APPROVED: _____

Director of Human Resources

DATE: _____